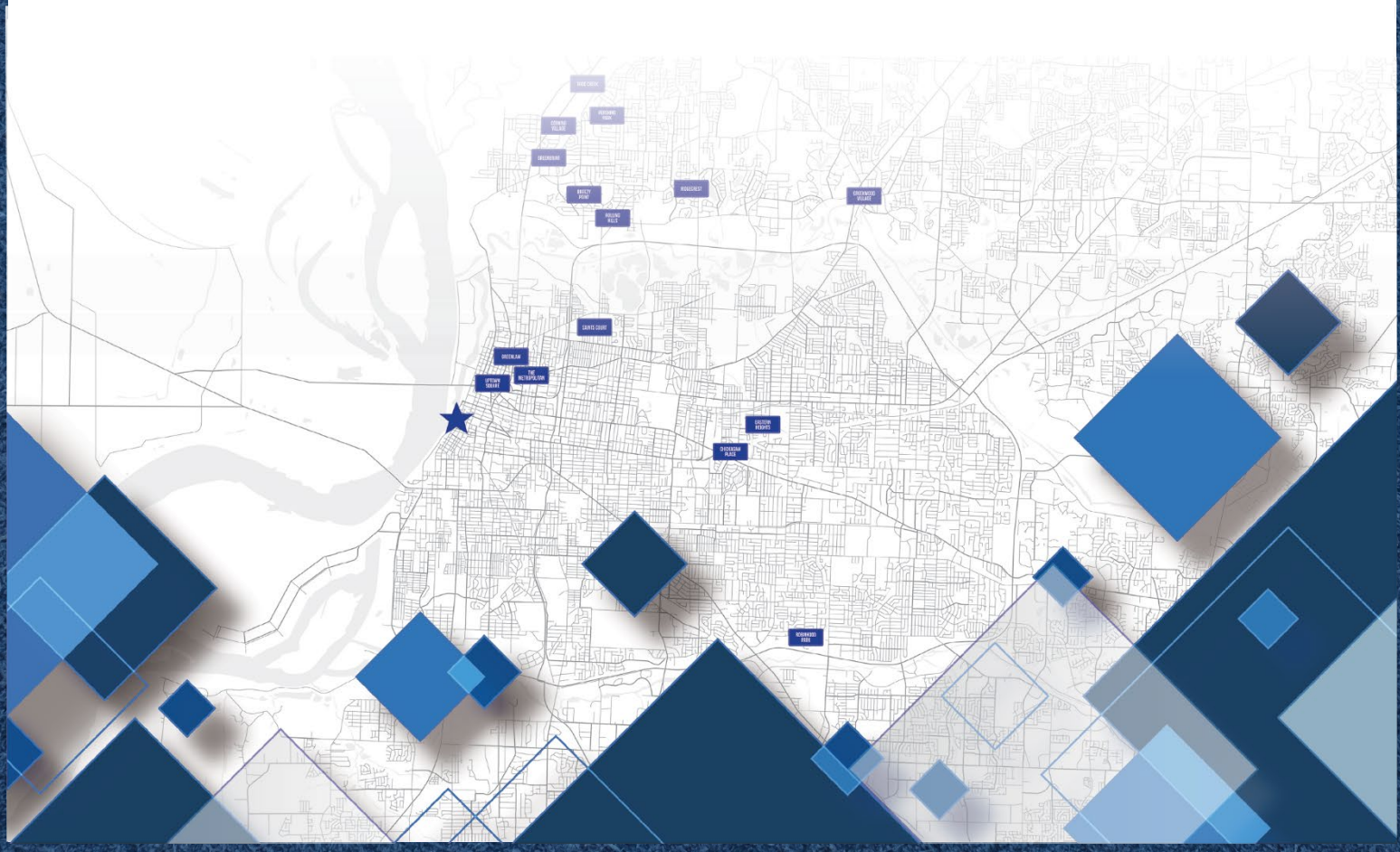
ALCO Management

YARDI

TRAINING MANUAL

VOYAGER • RENTCAFE • RIGHTSOURCE



MANUAL INTRODUCTION

This manual is created and managed by ALCO Learning and Development.

▶IMPORTANT

Before using this manual, please read the following introduction describing the layout of the manual information.

INTRODUCTION ▶ HOW TO USE THIS MANUAL

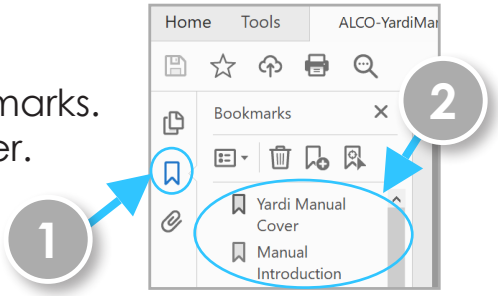
NAVIGATING THE MANUAL: LINKS AND BOOKMARKS

The contents of this manual are hyperlinked and bookmarked for your convenience.

Bookmarks

This manual's downloaded PDF includes chapter bookmarks.
1. Open up the bookmarks tab in the Adobe PDF viewer.
2. Then, select the chapter you wish to view.

This will take you directly to each chapter.



Hyperlinks

This manual includes hyperlinks for your convenience. Hyperlinked items will take you directly to the source mentioned in the text. All Table of Contents are hyperlinked. Simply click on the title of the process you wish to view and it will take you directly to that process. Additionally, within the processes, you may see a gold **[CLICK HERE]** button. This is a hyperlink that will direct you to another process within the manual or it will direct you to folders/forms/websites externally. Hyperlinks can be used in both the downloaded and web PDF versions.

SEARCHING THE MANUAL

You can search for key words/phrases in this manual by pressing CTRL + F on your keyboard while the manual is open on your screen. This will bring up the FIND filter. Enter in your keyword or phrase and press ENTER. The FIND feature will automatically search the entire manual and bring you directly to any places in the manual that match your word or phrase.

MANUAL LAYOUT

An overview of the process and chapter will appear before the processes. For your convenience, if there is a specific ALCO Management policy attached to a process, the policy is copied under the overview of the process.

WARNINGS/TIPS/NOTES

Important information will be highlighted in a separate box.

Warnings will appear in a red box and are very important notes about a procedure. Tips will appear in green and Notes will appear in gold.

WARNING **IMPORTANT** **TIP**

Both Tips and Notes will provide helpful additional information for completing the process.

YARDI LIVE VS YARDI TEST/TRAINING

Yardi Voyager has two separate databases. This is Yardi LIVE and Yardi TEST/ Training. Yardi LIVE has a blue interface while Yardi TEST/Training has a red interface.

In this manual you will see screenshots from both LIVE and TEST. The TEST database is used to create examples or to practice procedures since all the input into this database does not affect the property's active resident files. For more information on the differences between the two **[CLICK HERE].**

COLOR CODING

If a process pertains to **Section 8** properties only, the text will be highlighted in light green

If a process pertains to **Tax Credit** properties only, the text will be highlighted in light blue

If a process pertains to **Conventional** properties only, the text will be highlighted in purple

Chapter Nine

INVOICE REGISTER

A payable is an invoiced amount that the property owes to a specific vendor or vendors. An example of a payable would be an invoice from Acme Hardware for paint. Invoice Registers are generated to ensure that all payables are being created with each user's allowable limits.

In this chapter

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9.2 ▸ Reserve for Replacement Items 228
9.3 ▸ Updating the Invoice Image 229
9.4 ▸ Purchasing Card Processing 231
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9.6 ▸ Using Property Allocations 234
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9.9 ▸ Reviewing a Payable 239
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9.13 ▸ Yardi Marketplace 244

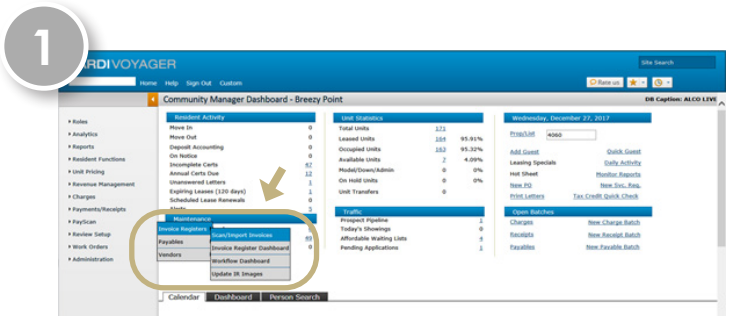
ALCO Academy

Check out these eLearnings:

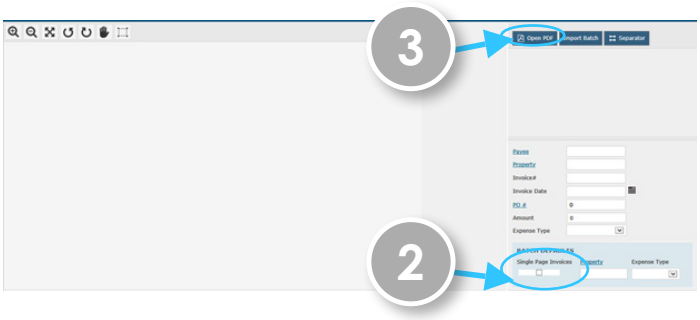
- P2P 100 - PAYscan Overview **[CLICK HERE]**
- P2P 110 - PAYscan Invoice Registers in 7S **[CLICK HERE]**
- P2P 175 - Yardi Marketplace in 7S - ALCO **[CLICK HERE]**

CHAPTER 9.1 ▸ CREATING AN INVOICE REGISTER

Begin by scanning your invoices. All scanned files should be saved to the C:\temp\scanned Items folders

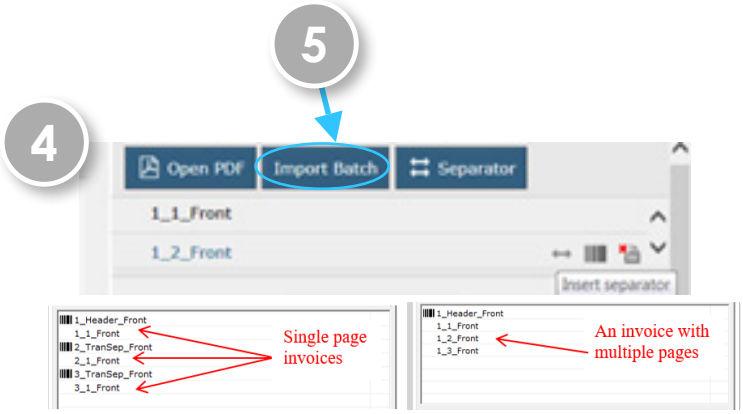


1. From the dashboard click "PayScan/ Invoice Registers/Scan/Import Invoices".



2. If scanning single page invoices you can check the "Single Page Invoice" box or leave it unchecked if you are scanning invoices with multiple pages.

3. Click "Open PDF". Hold down the "Ctrl" key and click on the invoice(s) you want to open, click "Open".

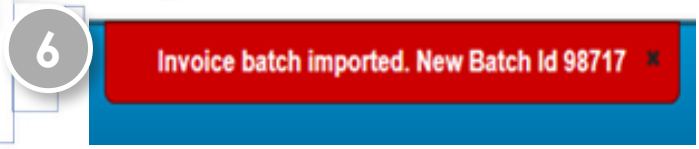


4. The invoices will display on the right side of the screen. If this should be an invoice with multiple pages click on Separator then click 'Delete'. If this should be single page invoices click on the arrow to 'Insert Separator'.

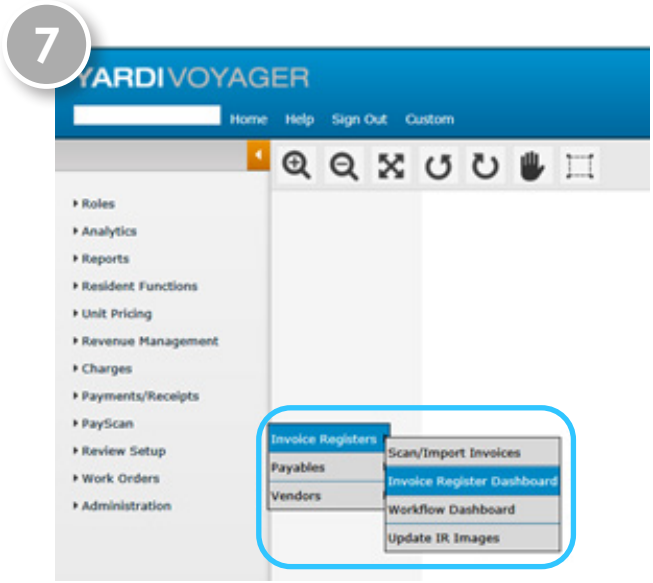
▸IMPORTANT

DO NOT ENTER PROPERTY NUMBER.

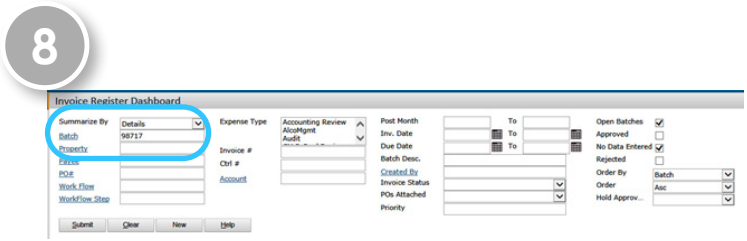
5.Click "Import Batch".



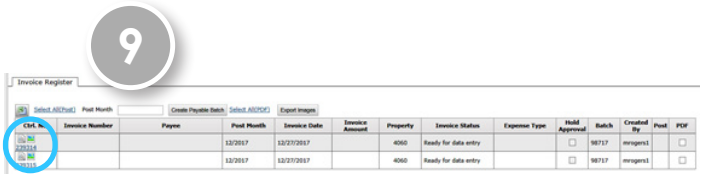
6. The following message opens at the top of the screen (write down the Batch#).
Click "x" in the red box.



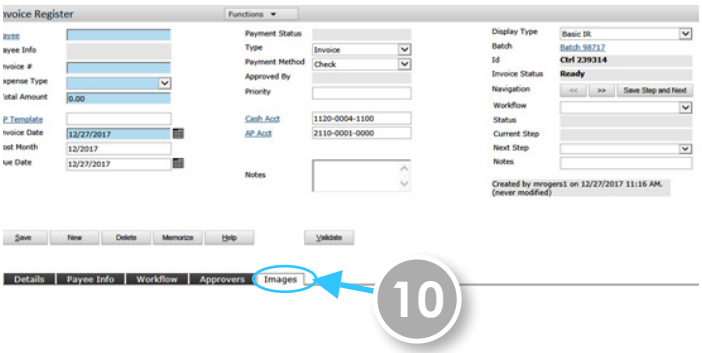
7. Click "PayScan/Invoice Registers/Invoice Register Dashboard".



8. The "Invoice Register Dashboard" opens. Enter the Batch number. Check the box 'No Data Entered'.Click "Submit".



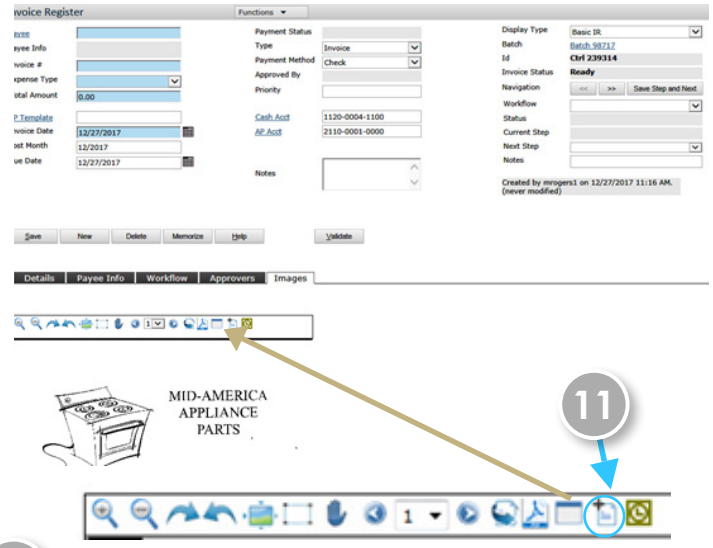
9. The Invoice Register populates with the scanned invoices.Click the "Ctrl No." link to open an invoice.



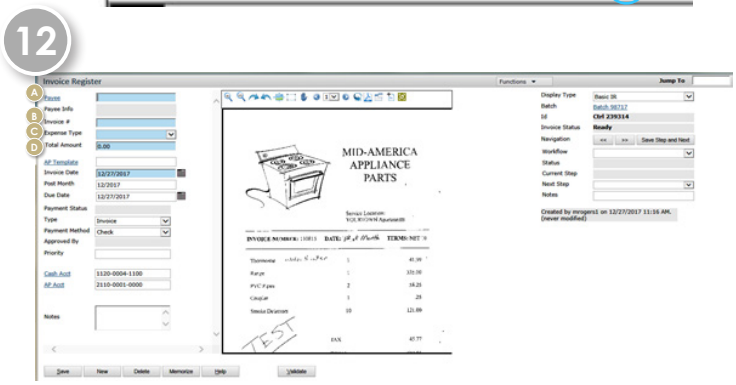
10. The "Invoice Register" opens. Click the "Images" tab, the image opens in the lower section.

▶IMPORTANT

Even if you are entering data from the original invoice you should always open the image to assure the correct image is attached.



11. If you click the paper image with the + sign in the yellow box you will get another window with just the image not the invoice register.



12. If you maximize the screen you will get this image. Enter the following information on the "Invoice Register" screen:

TOP PORTION OF THE SCREEN

A. Payee – Begin typing the Vendor name; click "Tab" the Payee Info populates.

WARNING

Be careful to type the payee information exactly like it was entered into Yardi. Remember you have access to ALL ALCO vendors. Be sure you have the same address in the payee box as is on the invoice. If a drop down box opens choose the correct vendor.

B. Invoice # – There are only 3 ways to correctly enter an invoice number

i. Enter the invoice number exactly as it appears on the invoice including any dashes, slashes, spaces, etc., Ex:123 456-ABC

ii. If there is not an invoice number assigned, but there is an account/customer number use the account/customer number omitting any dashes, slashes, spaces, etc., followed by a dash and the six-digit date of the invoice.

Ex: 87063365228174-081311. (Six-digit date)

iii. For invoices with no invoice number and no account/customer number use the automatic numbering stamp. Stamp the invoice prior to scanning and use this number as the invoice number. This also applies to mileage and petty cash.

WARNING

DO NOT change/alter an invoice number in order to force it through the system.

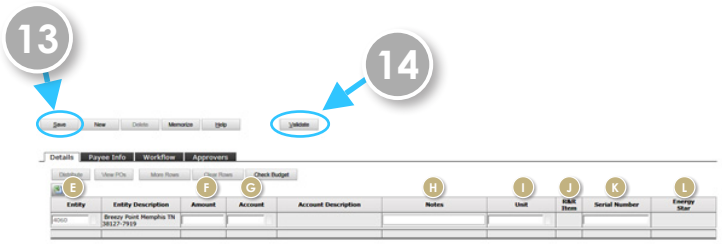
C. Expense Type – Populated with "Standard". Other expense types can be chosen from the drop down box. Ex: "CM P-Card Review", "Employee" or "Resident"

D. Total Amount - Enter the amount of the Invoice.

▶IMPORTANT

Leave blank if amount will be distributed between properties. (See instructions for "Using Property Allocations" found in chapter 9.6 [CLICK HERE])

Note: There are two ways to process a credit memo:
i. Enter a negative amount for the credit in the 'Total Amount' field and choose 'Invoice' in the Type field.
ii. Enter a positive amount for the credit in the 'Total Amount' field and choose 'Credit' in the Type field.



LOWER PORTION OF THE SCREEN

In this portion of the screen, you will break down your purchase by general ledger account codes. If your invoice is for one case of copy paper then you would only enter one line relating to office supplies. However, if your invoice included items relating to electrical repairs, plumbing supplies and light bulbs which are three different account codes then you will enter the details on three separate lines.

E. Entity - Enter the appropriate Property code or click the box to display property code listing.
F. Amount - Enter the amount relating to the account code.

▶TIP

If processing a credit memo see above instructions.

G. Account - Enter a description of the item or the 12 digit account number (account numbers ending in "0000" only) click "Tab", the Account Description populates. If a drop down box opens choose the correct account. (account number ending in "0000" only)
H. Notes – Enter a detailed description of the purchase, Hot Water Heater, Copy Paper, Countertop, etc.
I. Unit – If this is an R&R item for a specific unit, select the unit in which the item was purchased. You must select a unit for items such as Pest Control treatment.
J. R&R Item - Click the drop-down box and choose; "Yes-Common Area", Yes-Stock", "Yes-Unit", or "No". Each R&R item should be entered on a separate detail line. TIP: see section on Reserve for Replacement [click here].
K. Serial Number – Enter exactly as shown on Invoice.
L. Energy Star - Click on the drop-down box and choose "Yes" or "No".

13. If you have another general ledger account code to enter, repeat the process on the next detail line. If you need additional Detail Lines click the "More Rows" tab. After all detail lines have been completed, click "Save".

▶TIP

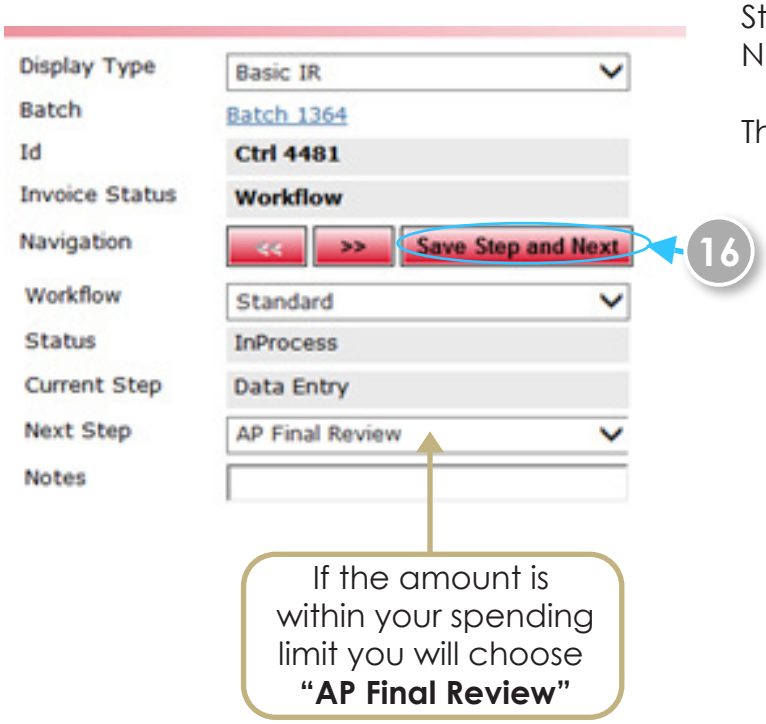
All 'Account Descriptions' will now be populated, use this visual to assure you have used the correct account number.

14. Click "Validate".

▶IMPORTANT

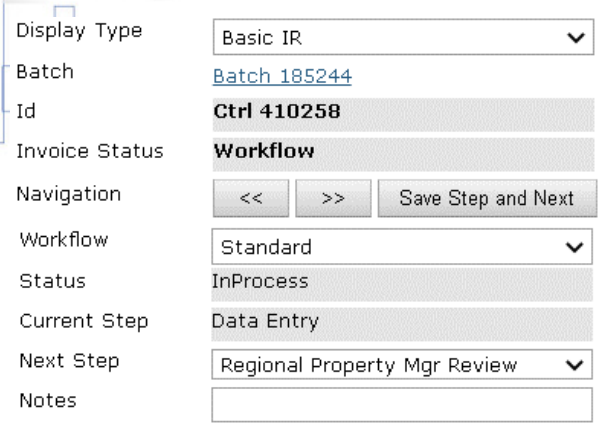
If a "Warning" or "Error" message opens at the top of the Invoice Register you MUST address/ correct before moving to the "Next Step". Example: Total amount does not match details amount. Workers Comp insurance has expired.

15. When corrections have been made click "Save" then click "Validate".
▶Changes can be made to the Invoice Register until the "Next Step" process has been completed.
▶You are approving the invoice by completing the "Next Step" process.



16. On the right side of screen click the "Next Step" drop down box. Click "Save Step and Next".

The invoice register is completed and the



The invoice register is completed and the next invoice register opens.

Click the Navigation tabs << >> to go to a previous or to the next invoice.

Click the x to return to the Invoice Register Dashboard.

CHAPTER 9.2 ▸ RESERVE FOR REPLACEMENT ITEMS

Most properties with a HUD-insured mortgage have a Reserve Fund (check with your Regional Property Manager or Property Accountant to see if your property has a Reserve Fund.) The Reserve Fund allows the property to request a draw from the funds for reimbursement of eligible items. Note that in some cases, reimbursement will only be approved if the items are replaced for the entire property.

ELIGIBLE INTERIOR ITEMS

- Replacement of refrigerators, ranges, dishwashers, microwave ovens, garbage disposals, vent-a-hoods, laundry washers and dryers.
- Extensive replacement of kitchen and bathroom sinks, cabinetry, counter tops, bathtubs, and toilets.
- Replacement or major overhaul of central air conditioning and heating systems, including cooling towers, water chillers, furnaces, boilers, compressors, and heat pumps, hot water heaters.
- Overhaul of elevator systems.
- Replacement of carpet, floor tile or sheet vinyl.
- Office computer or furniture.

ELIGIBLE EXTERIOR ITEMS

- Major roof repairs, including major replacements of gutters, downspouts, and related eaves or soffits.
- Major repaving/resurfacing/seal coating of sidewalks, parking lots, and driveways.
- Repainting of the entire building exterior or all exterior doors.
- Extensive replacement of siding.
- Major replacement of storm windows, doors, locks and screens.
- Extensive replacement of exterior lawn sprinkler systems.
- Replacement of or major repairs to a swimming pool.
- Major repairs to plumbing and sewer systems.

Based on the information provided on invoice register processed in Yardi, the property accountants will request a draw from the Reserve Fund for reimbursement of the items. When processing the purchase order for eligible reserve replacement items, the purchase order must include the following:

- Indicate which unit the item was purchased for by updating the unit number field.
- If items on the invoice were purchased for several units, each item must be processed on a separate detail line.
- If the item is an appliance, you must enter the serial number
- If the invoice is for several appliances, each appliance must be processed on a separate detail line.

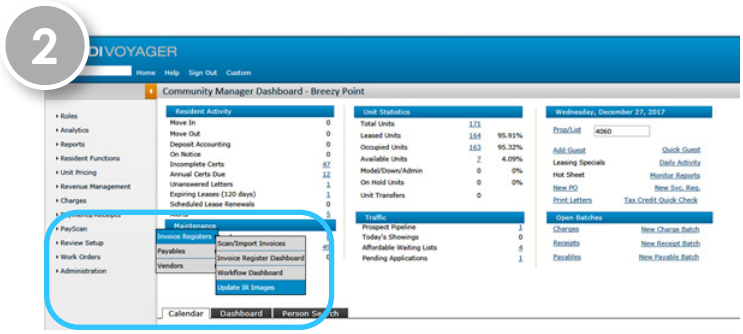
▶TIP

You can check in your 4350.3 for all eligible Replacement Reserve Items.

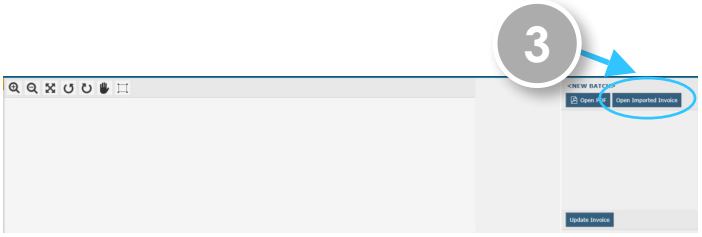
CHAPTER 9.3 ▶ UPDATING THE INVOICE IMAGE

There may be some instances in which invoices may need to be re-uploaded due to poor visibility, the omission of an invoice(s) or for other reasons. The information in this section provides instructions on how update an invoice image.

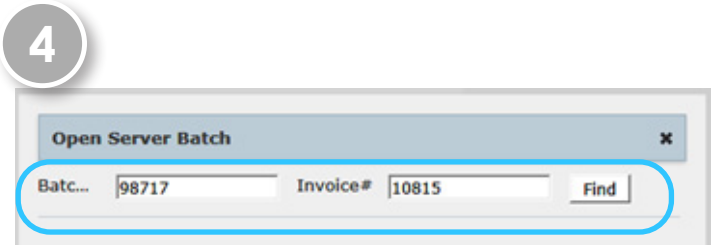
1. Scan the invoice that you will be attaching.



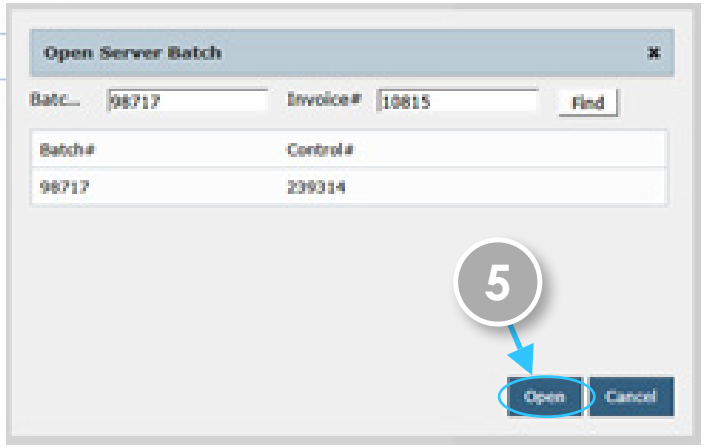
2. From the dashboard click "PayScan/ Invoice Registers/Update IR Images".



3. Click 'Open Imported Invoice'.



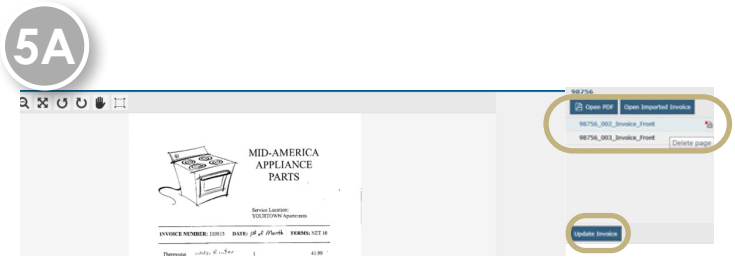
4. Enter the Batch # and the Invoice #, click "Find".



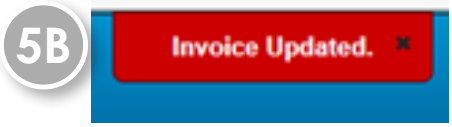
5. When screen opens click “Open”.

When the image loads you have 2 choices.

5A. Choice 1: To replace old image with new image. First highlight each page of the invoice and click the ‘Delete’ icon. Click ‘Open PDF’ to choose the new image. Click ‘Update Invoice.

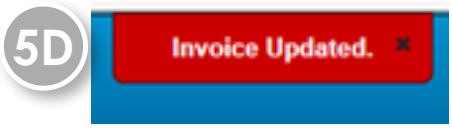


5B. When complete you will receive the following message.



5C. Choice 2: To add an image (page) to the existing image. Click ‘Open PDF’ to choose the new image (page) that needs to be added/ Click ‘Update Invoice

5D. When complete you will receive the following message

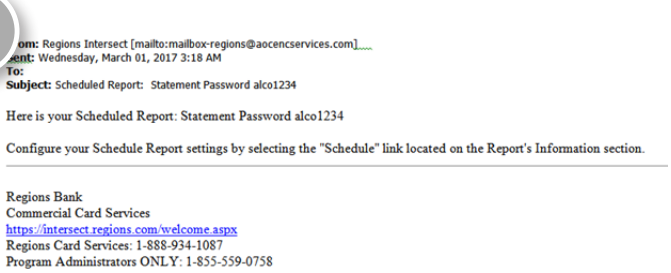


▶IMPORTANT

To ensure the correct invoice has been updated, open the image by the control number link before clicking invoice update.

OBTAINING YOUR MONTHLY STATEMENT

4


om: Regions Intersect [mailto:mailbox-regions@aocencservices.com]
ent: Wednesday, March 01, 2017 3:18 AM
To:
Subject: Scheduled Report: Statement Password alco1234

Here is your Scheduled Report: Statement Password alco1234

Configure your Schedule Report settings by selecting the "Schedule" link located on the Report's Information section.

Regions Bank
Commercial Card Services
https://intersect.regions.com/welcome.aspx
Regions Card Services: 1-888-934-1087
Program Administrators ONLY: 1-855-559-0758

1. You will receive an email from Regions on the first day of each month with a copy of your monthly statement attached to the email.

The attachment will be a password protected PDF file. When you click on the attachment in the e-mail, you will be asked for the password. The password will always be in the subject line of the e-mail so you do not have to remember the password.

Once you have obtained a copy of your monthly statement, you will need to create an invoice register in Yardi PayScan.

▸IMPORTANT

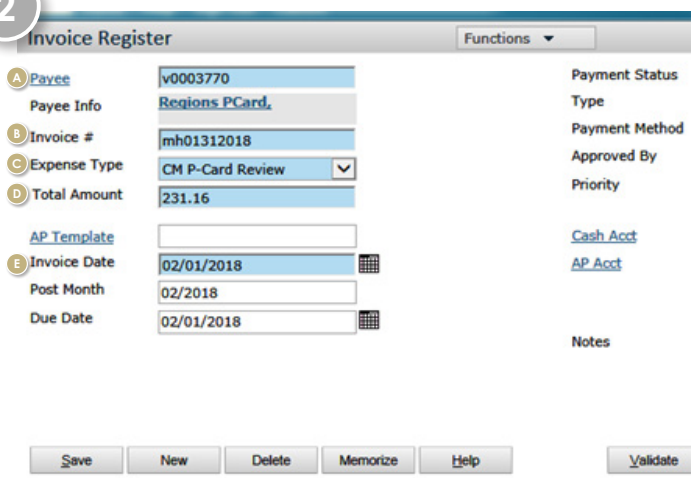
Please note that all maintenance staff will receive their statements in their personal email accounts. They will need to forward the email to their community manager for entry in Yardi PayScan.

ENTERING THE STATEMENT AS AN INVOICE REGISTER IN YARDI

Once you have obtained a copy of your monthly statement from Regions Card Management System, you will need to create an invoice register in Yardi PayScan.

1. Scan and attach a copy of the monthly statement and the receipt/invoice of the purchase.

2



2. Use the following information on your invoice register:

A. Payee: v0003770 Regions PCard
B. Invoice#: Use the first letter of your first name and the first letter of your last name and last day of the month of the statement. For example: RS02282014
C. Expense Type: CM P-Card Review
D. Total Amount: Total Amount of the statement
E. Invoice Date: Date of the Statement (which is issued on the last day of previous month).

3. Process the invoice register as normal through PayScan.

POINTS TO REMEMBER

- Please make sure you include all receipts for all purchases made with P-Cards.
- Process these timely, preferably within the first week of the month.
- Be detailed on the explanation on each receipt.
- Make sure the receipt can be read.
- If a receipt has been lost or cannot be read after scanning, please complete the P-Card Lost Receipt reimbursement. You can find this at *Other forms> Packets >AccountingForms >PCard Lost Rec*

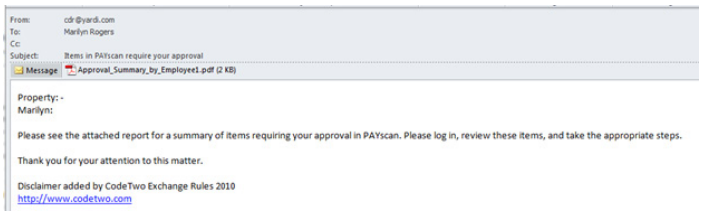
CHAPTER 9.5 ▸ APPROVING AN INVOICE REGISTER

All Invoice Registers must be approved by an individual with sufficient approval authority. If the amount of the Invoice Register exceeds the approval authority of the individual creating it, then a manager with higher approval authority must perform this task to approve the Invoice Register.

▸IMPORTANT
If not approved promptly please contact the next approver.

When there are items in Payscan that require your approval/action you will receive an email. Emails are sent twice a day, 9:00 AM and 3:00 PM.

WARNING
If after reviewing the report it is determined the invoice register does not belong to your property no action is needed and DO NOT DELETE.


From: cdr@yardi.com
To: Marilyn Rogers
Cc:
Subject: Items in PAYscan require your approval
Message Approval_Summary_by_Employee1.pdf (2 KB)

Property: -
Marilyn:

Please see the attached report for a summary of items requiring your approval in PAYscan. Please log in, review these items, and take the appropriate steps.

Thank you for your attention to this matter.

Disclaimer added by CodeTwo Exchange Rules 2010
http://www.codetwo.com

Approval Summary by Employee

Page 1

Employee=ps_mrog1

Control Number	Payee Name	Expense Type	Workflow Step	Date Created	Amount
Invoice Registers					
7370 - April Woo...					
1217	Staples Advantage Inc (xx002252)	Standard	Standard - Data Entry	05/24/2013	0.00
Total 7370 - Apri...					0.00
Total Invoice Registers					0.00
					0.00

1. From the Workflow Dashboard you can review items that require action at any time. Click "PayScan/Invoice Registers/Workflow Dashboard".

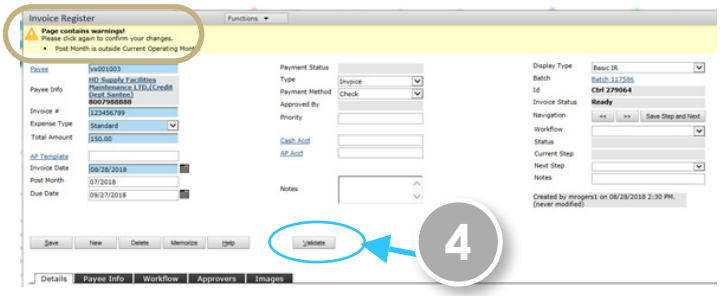
2. The 'Workflow Manager Dashboard' opens, click "Display".

▶TIP

If the invoice is at Data Entry you may not be able to find it at workflow manager dashboard you may need to go to invoice register dashboard.

Invoices that require action (correction, approval, completion) will be listed, with notes describing the issue.

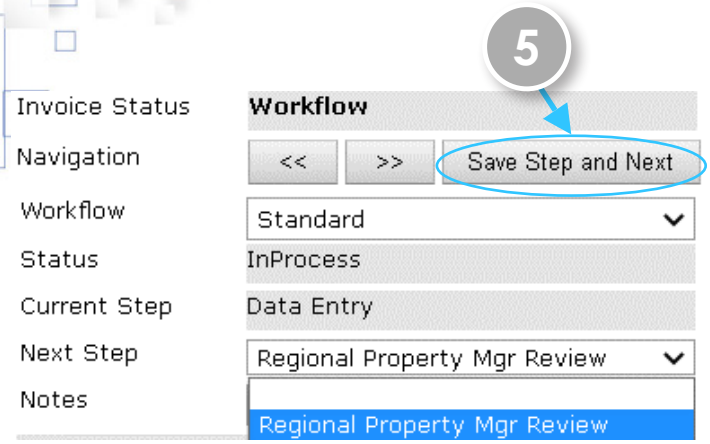
3. Click the "Invoice Register" link to open the invoice and complete the required action.



4. Click **"Validate"** and PayScan will let you know if there is an error.

▶IMPORTANT

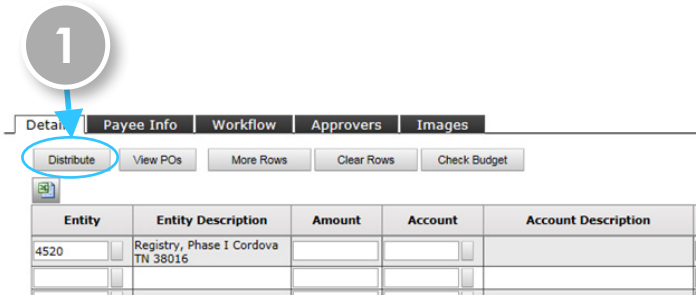
If an Invoice Register with a previous Post Month date needs approval, you must first change the "Post Month" to the current month.



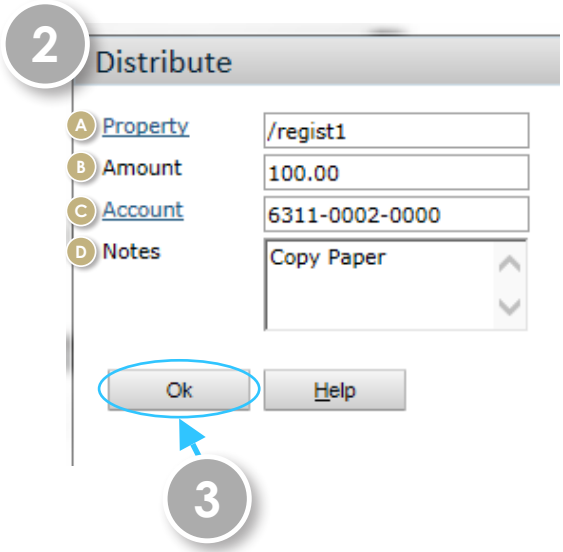
5. Review the invoice register to assure it is correct. When reviewing the invoice register, ensure that the statement and appropriate receipts are attached for p-card invoice register review and the correct invoice is attached for invoice registers that are not related to p-cards. Also, review each line to ensure that the correct GL account code and descriptions have been used. If the invoice register has your approval for payment, click the drop-down arrow in the Next Step field and select the next level approver. Click Save and Next.

CHAPTER 9.6 ▸ USING PROPERTY ALLOCATIONS

If you have a property with multiple phases, there may be times when an invoice needs to be paid by both properties/phases. The Distribute function will allow Yardi to distribute the invoice between the properties/phases.

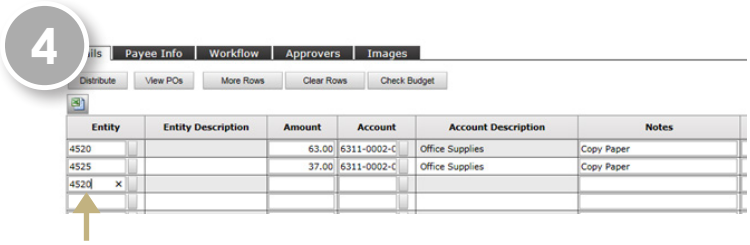


1. Complete the top portion of the invoice register screen as previously instructed. Click the "Distribute" tab.

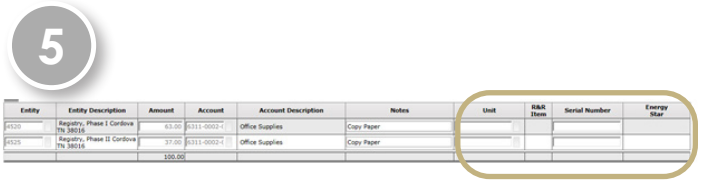


2. The "Distribute" window opens. Enter the following information:
A. Property – Select the allocation code associated with your properties.
B. Amount – Enter the amount associated with this account code.
C. Account - Enter the general ledger account code.
D. Notes – Enter a description of the purchase.

3. Click "OK".



4. You must delete the blank detail line, click in the 'Entity' box then click the 'x' to delete. Click "Save".

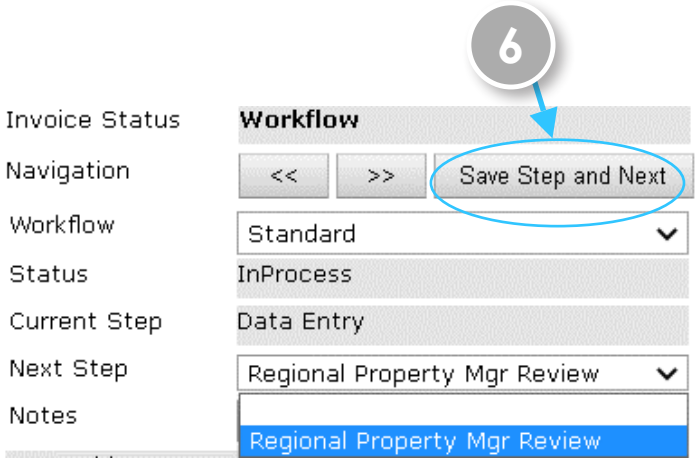


5. Complete the remaining information on the detail lines as applicable: Unit, R&R Item, Serial Number and Energy Star.

To allocate another general ledger account code between the properties for this invoice, click the "Distribute" button and repeat the process. After all the detail lines have been completed, click "Save". Click "Validate".

- Changes can be made to the Invoice Register until the "Next Step" process has been completed.

You are approving the invoice by completing the "Next Step" process.



6. On the right side of screen click the "Next Step" drop down box. Click "Save".

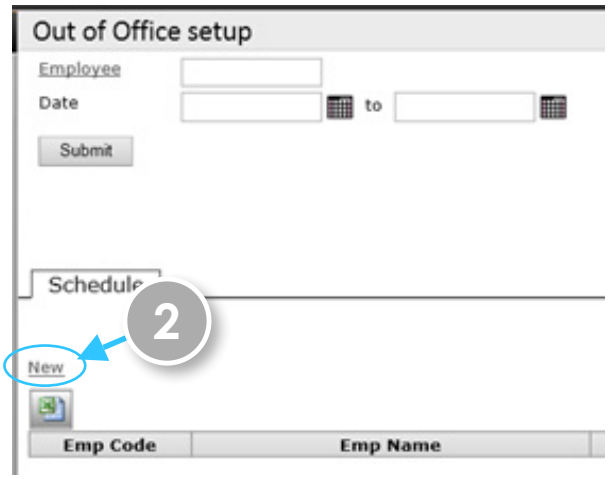
Click the Navigation tab >> to continue to the next invoice or click the X to return to the Invoice Register Dashboard.

Click "Home" to return to the Yardi Dashboard.

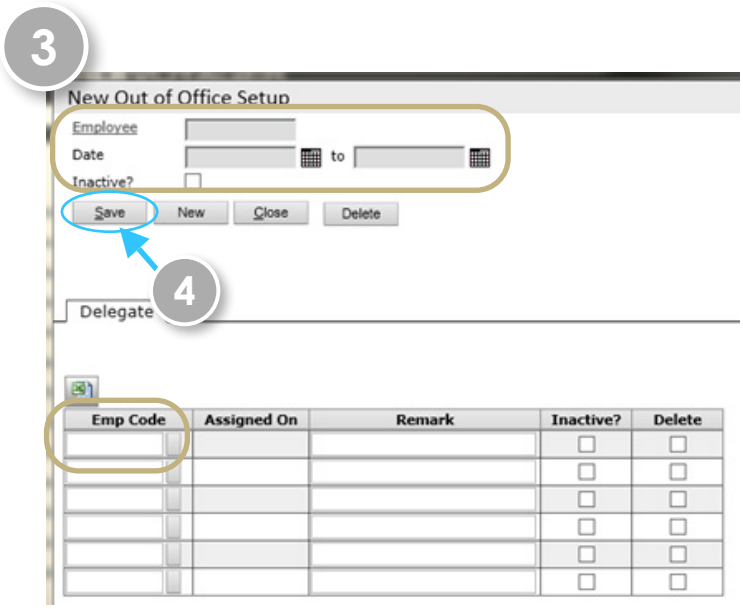
CHAPTER 9.7 ▸ PAYSCAN OUT OF OFFICE SETUP

IMPORTANT: If you expect to be out on PTO for an extended period of time please set up this process so that invoices can continue to be processed. Ask your RPM if you need to use this process.

1. From the Yardi dashboard left side menu click 'Out of Office Setup/Out of Office Set-up'.

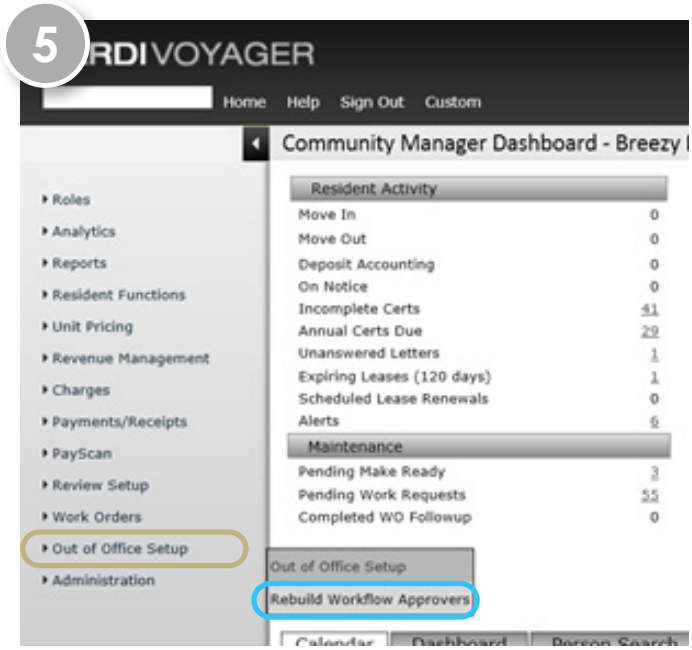


2. When the screen opens click 'New'.

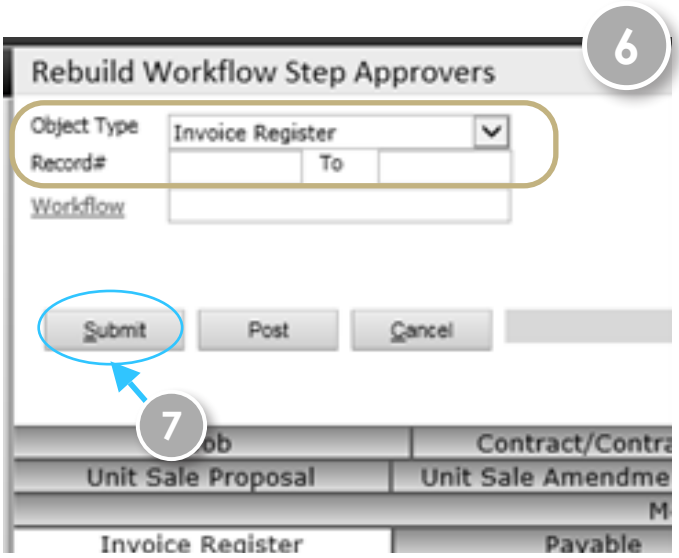


3. The 'New Out of Office Setup' window opens.
Enter your Yardi User ID (which is typically your log-in credentials) in the Employee field.
Enter the beginning and ending dates of your absence.
In the Emp Code field, enter the Yardi user ID of the delegate. ***The delegate will be the person who will be responsible for your actions in PayScan during your absence. The delegate will receive your notifications via email. You can leave the Remark, Inactive? and Delete fields blank.***

4. Click 'Save' then click 'Close'.

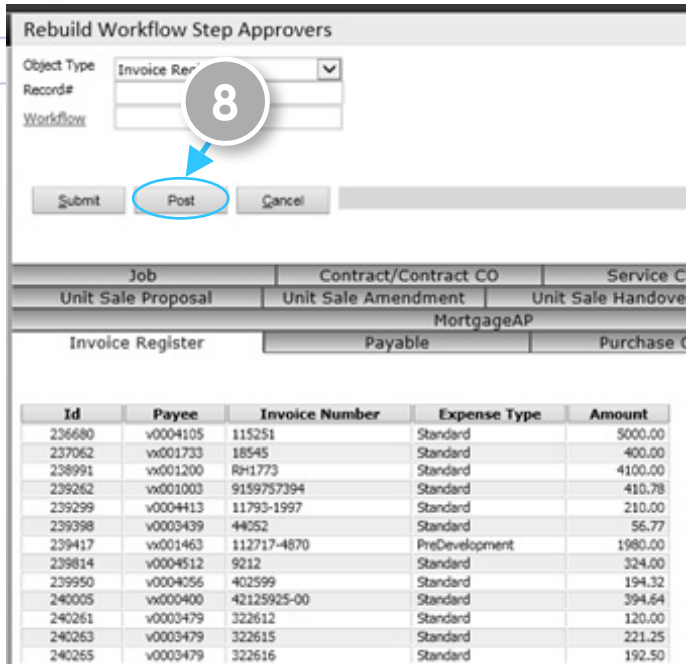


5. Now the PayScan workflow needs to be updated for the changes you have just made. Click 'Out of Office Setup/Rebuild Workflow Approvers'.

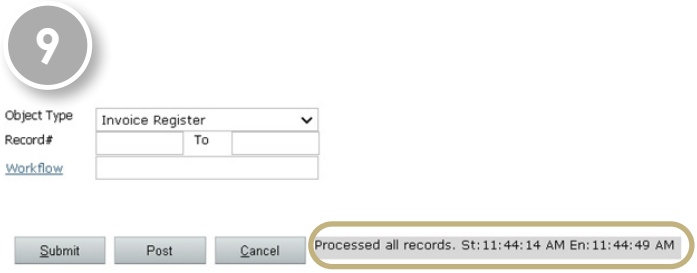


6. The 'Rebuild Workflow Step Approvers' screen opens. From the 'Object Type' drop-down box choose 'Invoice Register'.

7. Click 'Submit'.



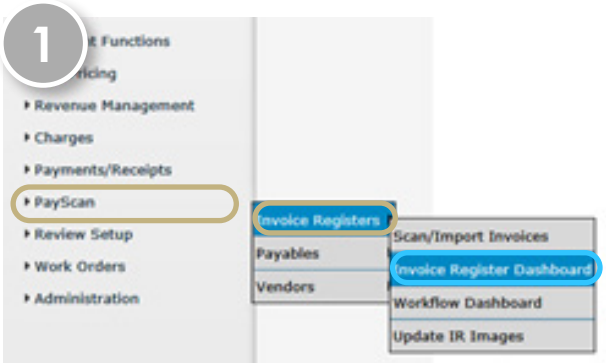
8. Yardi will list the Invoice Registers that are currently in process similar to the image shown. Click 'Post'.



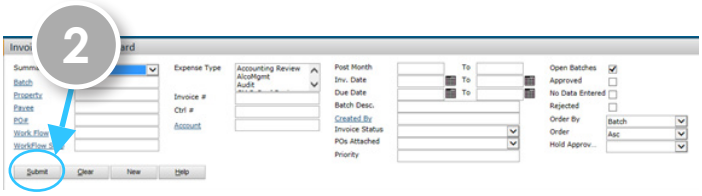
9. The gray field next to 'Cancel' will flow through each item in the list. When Yardi has completed the update 'Processed all records' will show in the gray field as shown below. You have completed the 'Out of Office Setup'.

CHAPTER 9.8 ▸REVIEWING AN INVOICE REGISTER

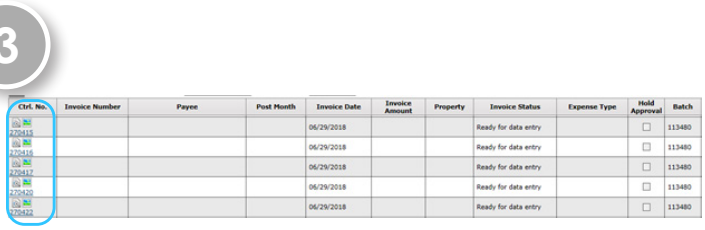
Review the Invoice Register dashboard daily to complete or delete any incomplete Invoice Register with the status of "Ready for data entry".



1. Click "Invoice Register/Invoice Register Dashboard".



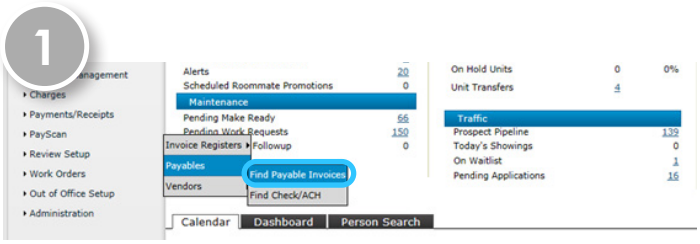
2. The "Invoice Register Dashboard" opens. Click "Submit".



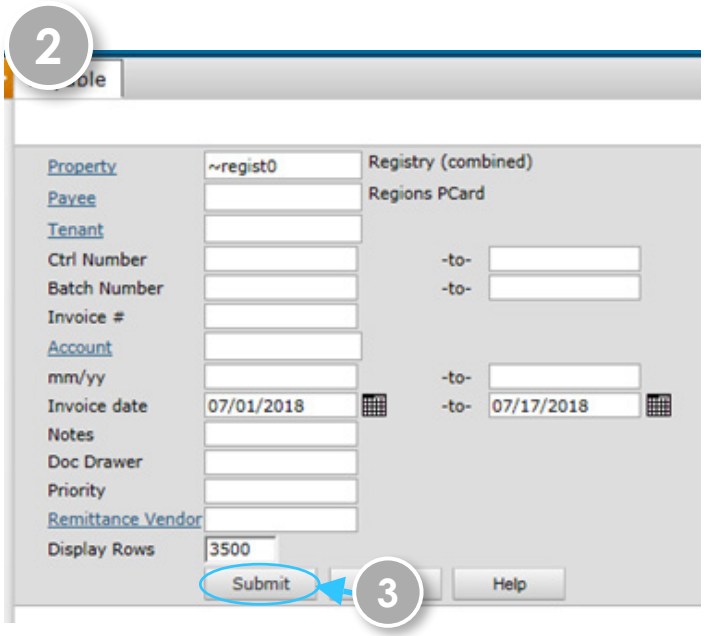
3. The Invoice Registers are displayed. Click the "Ctrl. No." of the register with the status of "Ready for data entry" to open. Complete or delete the invoice register.

CHAPTER 9.9 ▸REVIEWING A PAYABLE

Only payables from a posted batch may be reviewed. They may NOT be edited.



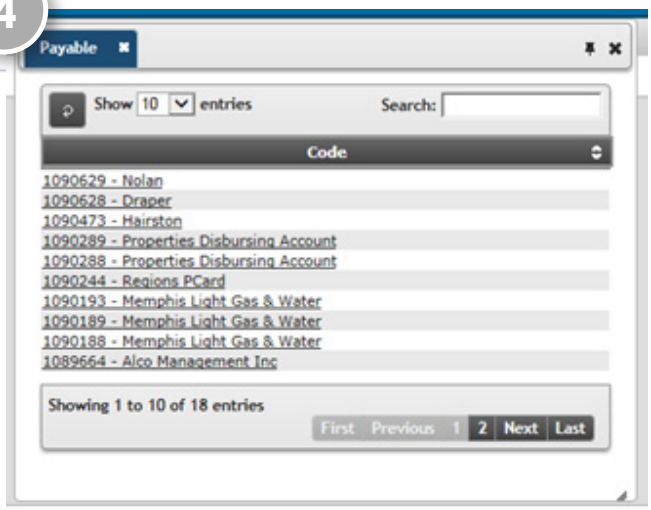
1. From the Yardi Dashboard left side menu, click "Payscan/Payables/Find Payable Invoices".



2. The "Review Payable" screen opens. Complete the appropriate filter field to find the applicable payable for review. Payables may be searched using any of the fields listed on the filter.

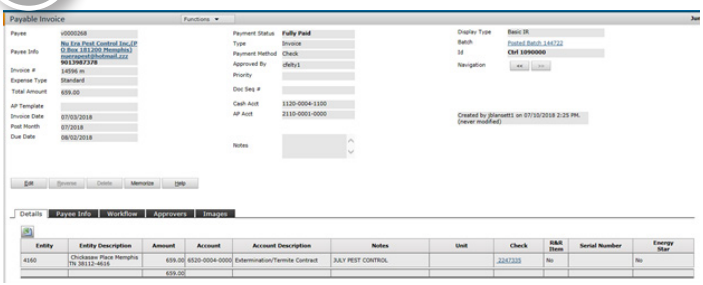
3. Click "Submit." The "Payable" screen will open displaying a list of all payables matching the criteria.

4



4. From the list, select the appropriate payable desired.

5



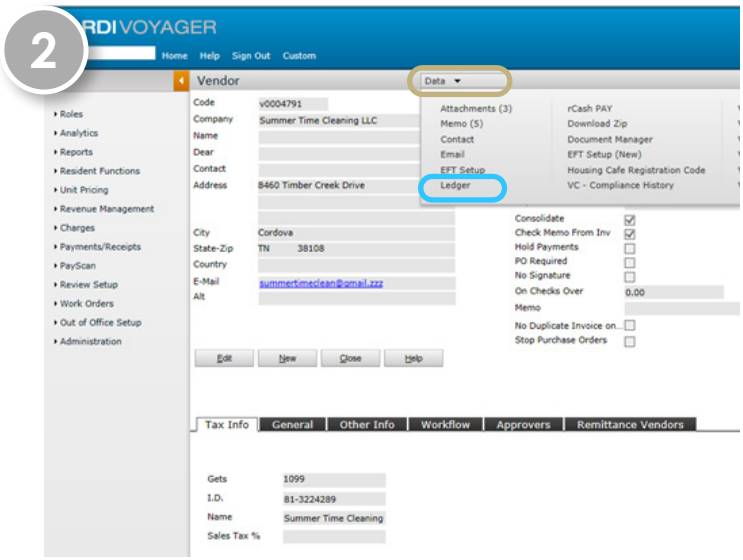
5. The payable will then be displayed on the screen. If a check has been issued for the payable, the check number will display on the spreadsheet. The check number is a link that may be used to view the record.

CHAPTER 9.10 ▸ REVIEWING A VENDOR LEDGER

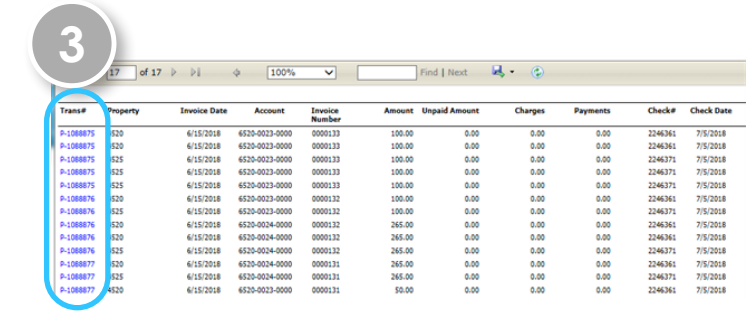
To prevent the entry of duplicate invoices it may be necessary for you to review a Vendor's Ledger.

1

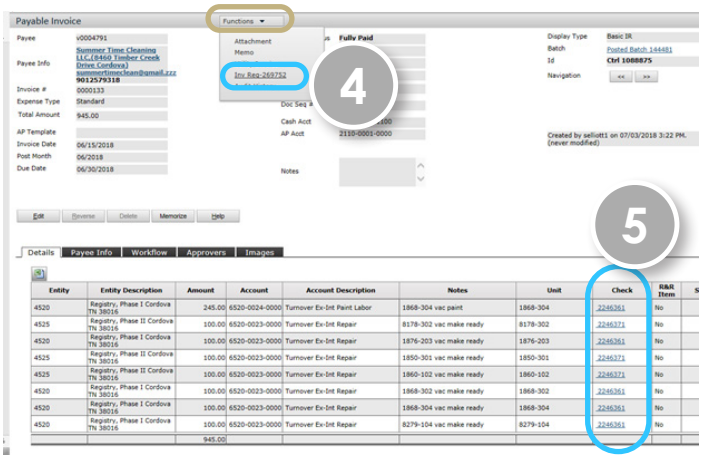
1. From the Yardi Voyager Dashboard Left Menu, click "Payscan/Vendors/Review Vendor". The "Vendor" filter will be displayed.



2. Click the "Vendor" link and select the vendor to review. Click "Submit." The "Vendor" screen opens. Click the 'Data' drop down box and choose "Ledger."



3. The vendor ledger opens displaying all the invoices processed for this vendor. Click the "Trans#" for the payable you want to view.

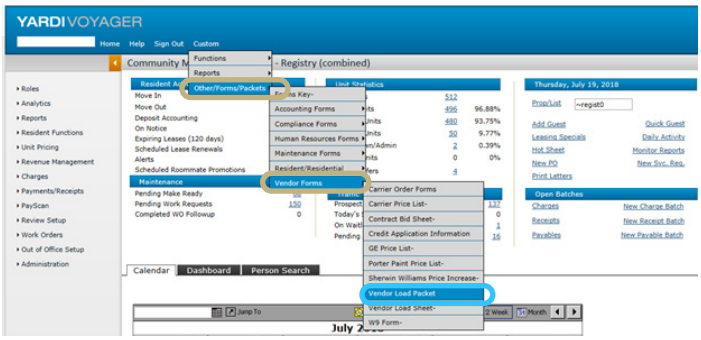


4. The 'Payable Invoice' opens. To view the attachment, click the 'Function' drop down box and choose Inv Reg-269752.

5. To review the payment, click the "Check" link.

CHAPTER 9.11 ▸ HOW TO SETUP PAPERWORK FOR NEW VENDORS

Vendor's should be setup in Yardi prior to using them. To fill and print the Vendor Load Packet from Yardi.



1. From the 'Custom' menu click Other/ Forms/Packets>Vendor Forms>Vendor Load Packet.

The Vendor Load Packet consists of:

VENDOR LOAD SHEET

- Complete the form electronically and print or you can print and submit a handwritten copy
- It MUST be filled out completely, including phone number and email address
- All lines must be complete, or the form WILL be returned to the Community Manager
- MUST be signed by the Community Manager and the Regional Property Manager
- Regional Property Manager will review to assure everything is accurate and included

FORM W-9

- Print and have your vendor complete, sign, and date
- If vendor uses a social security number they MUST provide a form of identification. Make a copy to send with the W-9
- Election of Non-Coverage by Contractor – To be completed when a state allows a sole proprietor or partners to elect to not carry Workers Comp.

WARNING

It is important to confirm if a vendor indicates that he/she does not carry workers' compensation. If the vendor is legally obligated to but does not, your property could be made liable.

- Print and have your vendor complete, and sign

IMPORTANT

Do not include an invoice with the vendor load. You should not have an invoice because vendors should be setup prior to use.

What should be included in a Vendor Load:

- Completed vendor load sheet
- Completed W-9
- Certificate of Insurance with General Liability and Workers Comp must be included
- Certificate of insurance MUST have Property name or Alco Management listed as the certificate holder
- All vendors must have General Liability insurance with at least $1,000,000 in coverage. (If vendor does not have GL of $1,000,000 then discuss with your RPM. The VP of Property Management must approve any amount less than $1,000,000 before the packet is sent to AP.)
- The ONLY exceptions are stipends and suppliers
- Proof of Workers Comp insurance or an election of non-coverage

▶IMPORTANT

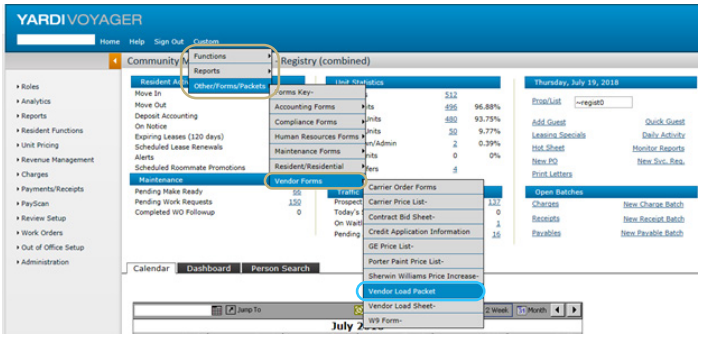
If setting up a Stipend they must have a photo ID to include in the packet.

Once you have a complete Vendor Load, e-mail a copy to your RPM for approval. Once approved, you or your RPM will email the approved Vendor Load to your AP Accountant. If all documents are not completed correctly, the documents will be returned to the manager.

▶IMPORTANT

If any vendor loads are sent back for correcting, make the corrections then resend a COMPLETE vendor load

CHAPTER 9.12 ▶ CHANGES FOR AN EXISTING VENDOR



From the **'Custom'** menu click Other/Forms/ Packets>Vendor Forms>Vendor Load Sheet.

Fill out the form electronically and print or you can print and submit a handwritten copy. Be sure to indicate on the form, **"Change to Existing Vendor"**

Option 1: Forward a copy of the Vendor Load Sheet and a copy of the invoice or letter stating the change of address.
Option 2: Forward a copy of the Vendor Load Sheet and a copy of the invoice, a new certificate of insurance and new W-9 to your RPM for approval. The RPM will forward the approved paperwork to the appropriate AP Accountant.

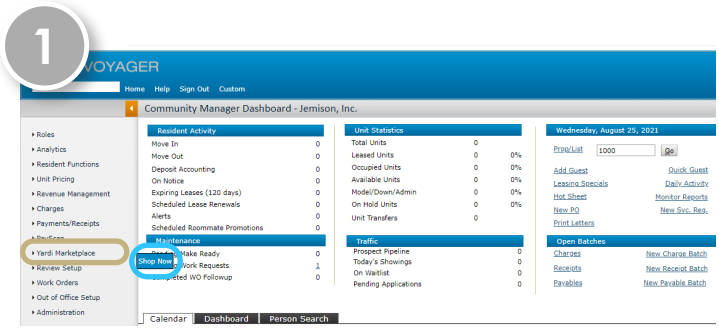
CHAPTER 9.13 ▸YARDI MARKETPLACE

Yardi Marketplace is a new software addition to your Yardi menu that will help streamline the process of ordering supplies and entering invoices.

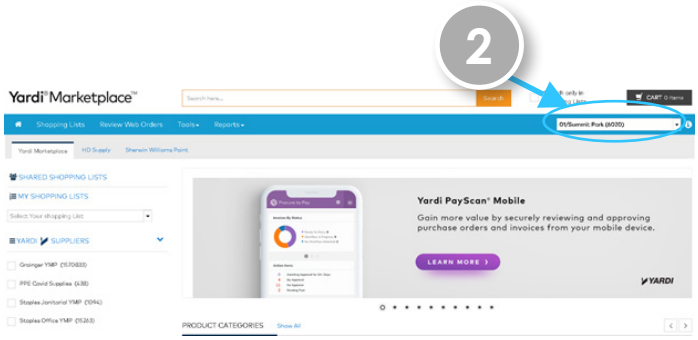
When you place an order using Yardi Marketplace, Yardi will automatically create the Invoice Register (IR) for you eliminating the need to enter an invoice manually. Using Yardi Marketplace is just like using any other online website where you can make purchases.

▸TIP

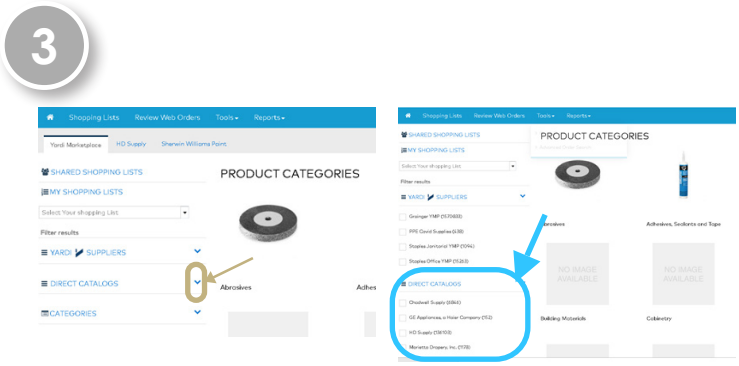
There is no minimum shopping limit when placing an order using Yardi Marketplace.



1.To begin the order process, from your left side menu, click on "Yardi Marketplace" and then click "Shop Now".

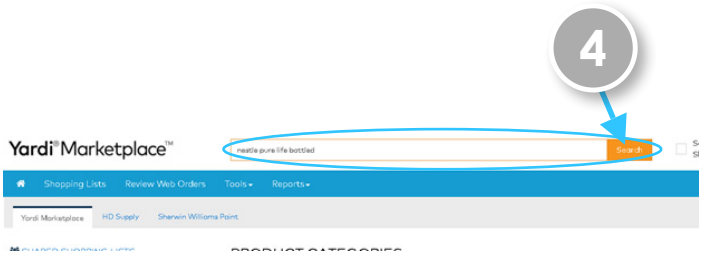


2. The "Yardi Marketplace" website opens. Select your property from the drop-down menu in the upper right corner of the screen.



3. Select the "Direct Catalogs" or "Yardi Suppliers" on the left side of the screen, the drop down will show the vendor you want to place an order with.

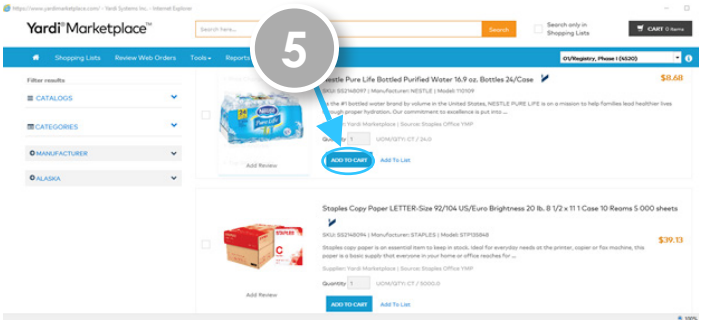
The screen will refresh to show that vendor's information/products.



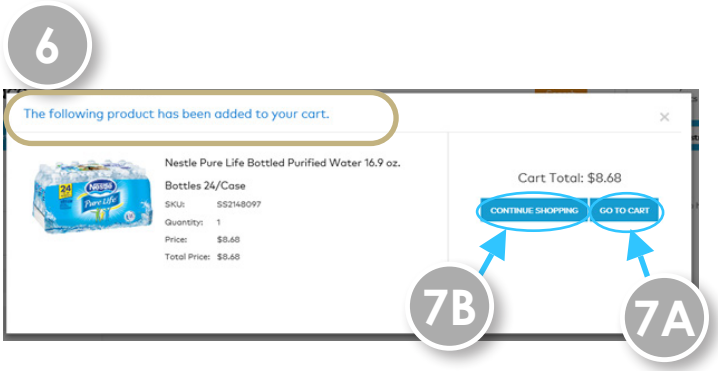
4. Use the "Search Here" box at the top of the screen to search for items that you need to order, or use the drop-down menus located on the left side of the screen to search for items.

▶TIP

To make ordering even easier, you can create a shopping list for items you order on a consistent basis. To add an item to your shopping list, simply click the "Add To List" link next to the item.



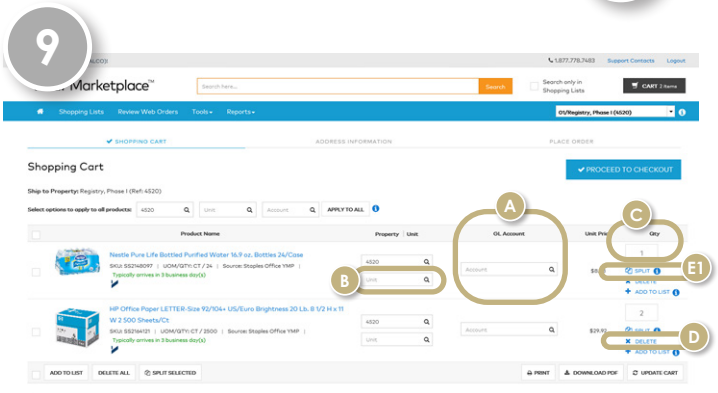
5. Once you find the item(s) you would like to order, enter the "Quantity" needed (if more than 1), and then click the "Add to Cart" button.



6. The following message will appear:

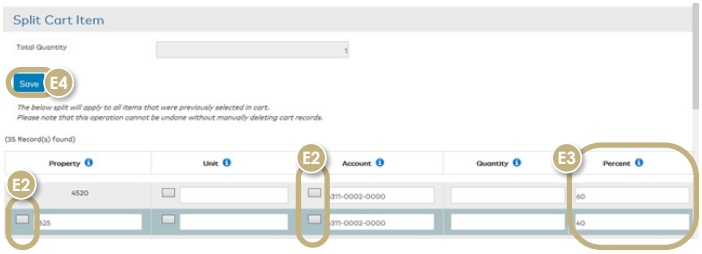
7A. If your order is complete, click "Go To Cart".
7B. If your order is not complete, click "Continue Shopping".

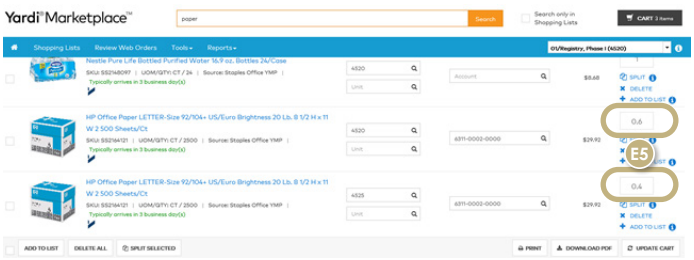
8. When you are done with your order, click the "CART" button at the top of the screen.



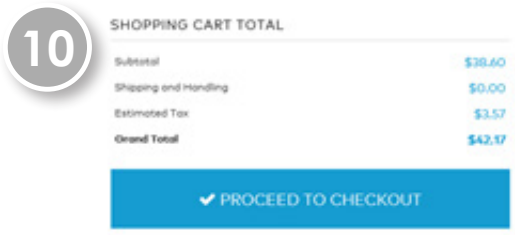
9: Your shopping cart will open to show all the items in your order. Once you are on the shopping cart screen, you will be able to do the following:

A. Enter the Account number – You MUST enter an account number for each item you are ordering. Click on the magnifying glass button in the GL Account box to bring up the list of account numbers. Select the account that you need from the list and click "Ok".
B. Enter the unit number (if applicable) – If you are purchasing a Reserve for Replacement (R&R) item, you can enter the unit number on this screen.
C. Update your order – If you need to make any changes to the quantity ordered, click inside the "QTY" box, update the quantity, and then click "UPDATE CART".
D. Delete an item – If you need to delete an item from your cart, click the "DELETE" link next to the item that you want to remove. The screen will automatically refresh to show your updated cart.

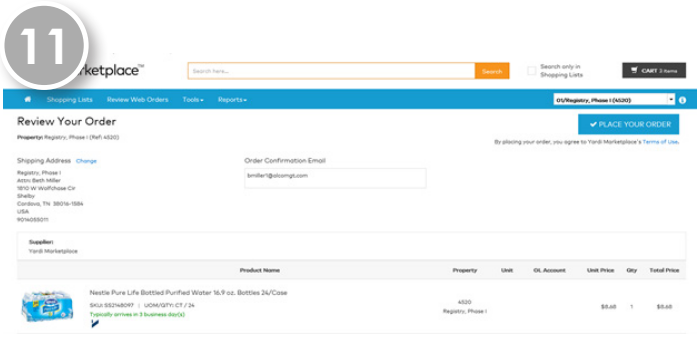




E1. Split an item (if applicable) – If you have multiple properties or phases, it may be necessary to split the cost of your item(s) between the properties/phases. Click on the "SPLIT" link next to the item that needs to be split between properties/phases.
E2. Use the grey buttons on the screen to add in the other property number and the account numbers.
E3. You will also need to enter a percentage for each property/phase. Please note that your percentage amounts must total 100%.
E4. Click "Save" when you are done.
E5. Your cart will refresh to show the split between the properties/phases.



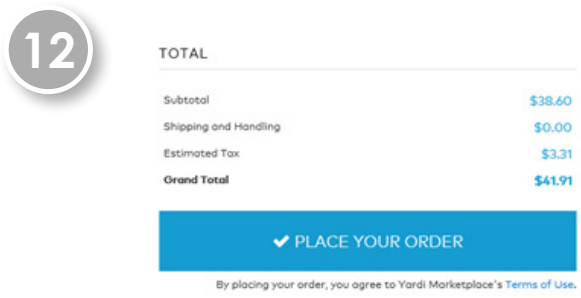
10. Once you are done entering any necessary information and you have reviewed everything for accuracy, click the "Proceed to Checkout" button.



11, The "Review Your Order" screen opens. Once you have reviewed the information on this screen for accuracy, click the "Place Your Order" button.

▶IMPORTANT

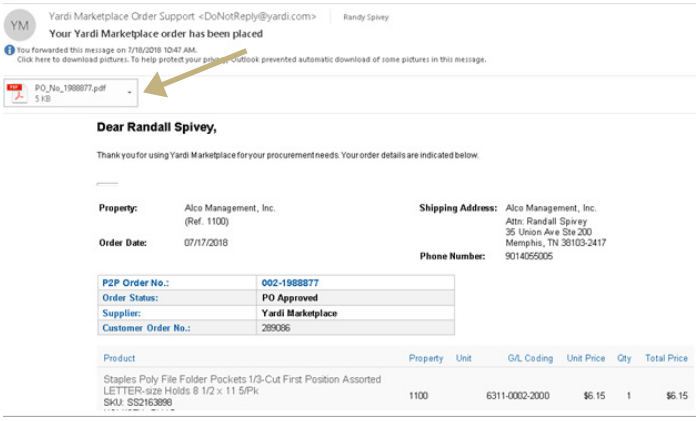
Please be sure to review the address to make sure it is showing your property's address.



12. Once your order is placed, you will receive an order confirmation e-mail from Yardi Marketplace Order Support. Please note that a copy of the invoice will be attached to this e-mail.

WARNING

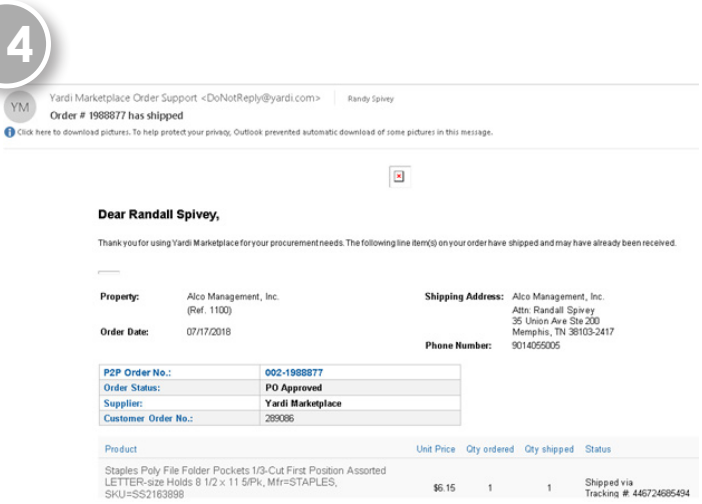
DO NOT approve the invoice until the merchandise has been received.



13. You will also receive an e-mail from Yardi Marketplace Order Support when your item(s) ship.

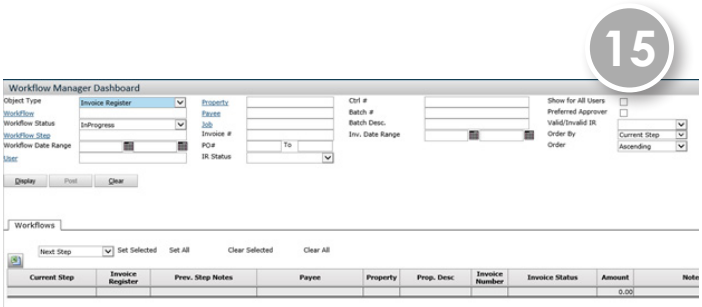
TIP

You may receive your items before you receive the shipment email.

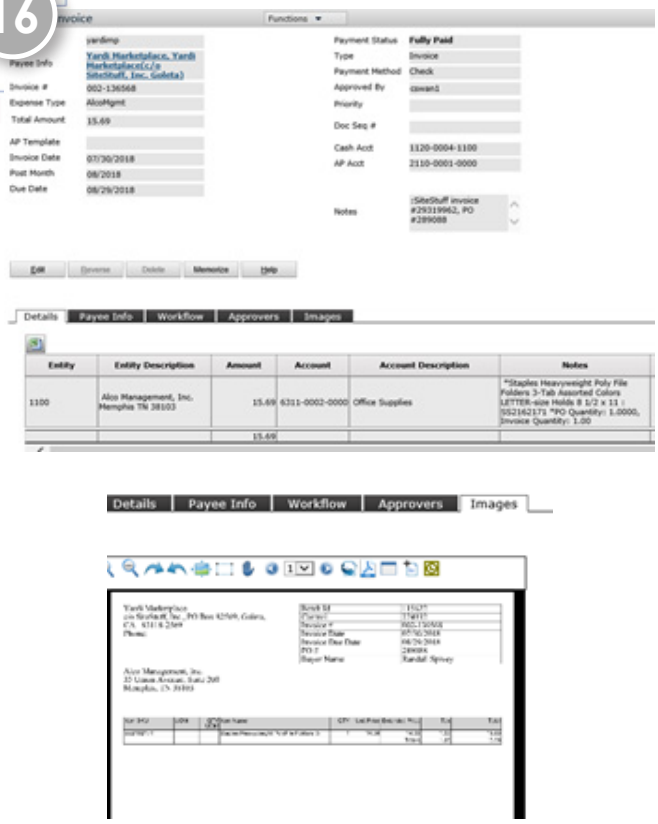


14. Once Yardi Marketplace has processed your order, Yardi will generate your Invoice Register (IR). Yardi will fill in the Invoice Register information, and Yardi will attach an image of the invoice to the IR.

You will receive notice of the invoice being in PayScan for your review/approval once it is ready. The vendor will be Yardi Marketplace.



15. To review the Invoice Register, open your Workflow Dashboard and click on the Invoice Register as you normally would for any invoice that needs your approval.



16. Please review the Invoice Register for accuracy prior to approving it. Any information that needs to be entered or corrected can be done at this time. Please be sure to enter the R&R information as you normally would.

Once everything looks good, you will approve the Invoice Register.

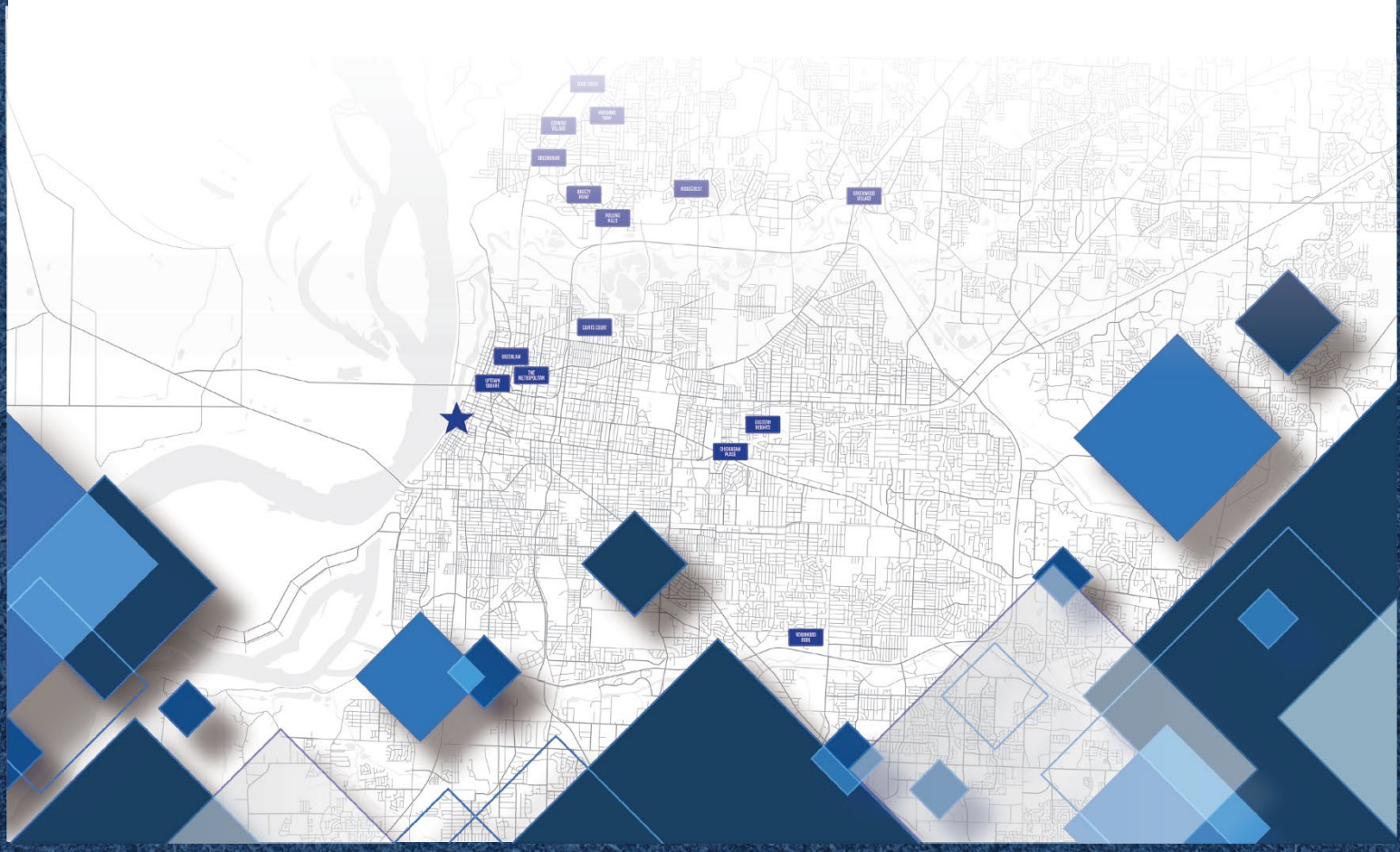
▶TIP

Some items may ship separately. You will receive an Invoice Register (IR) for each shipment.

RETURNS

If you need to return an item that was ordered through Yardi Marketplace, you can email **ymsupport@yardi.com or call 1-877-778-7483** and they will be able to help you with your return.

ALCO Management

Together we're

BUILDING COMMUNITY